

Diploma in Business Management



The Diploma in Business Management is designed for students with a wide range of interests. This programme seeks to introduce basic business management concepts based on a real world commercial setting. During this course, students will learn knowledge pertaining to various aspects of commercial enterprises through areas such as management operations, finance operations, human resource, and business functions. This course will also introduce basic concepts of academic and professional development to allow students further room for developments in their professional careers.



Job Prospects

- Retail Operations Executive
- Sales Executive
- Sales Promoter

Entry Requirements

Age	• Minimum 16 years old
Academic Qualification	• 3 GCE 'O' Level Passes at C6 and above; or
	• NITEC or Higher NITEC; or
	• High School Graduation Certificate; or equivalent; and
English Language Proficiency	• GCE 'O' Level Pass in English at C6 and above; or
	• IELTS 5.0 and above; or equivalent

Intake

Monthly intake. Please contact IMSC for specific intake dates.

Course Duration

Academic Instruction (8 months)	No. of days per week	1 (Part-time)
	No. of hours per day	7
The number of hours stated above are subject to change. Students will be eligible for the course as long as they fulfil the requisite number of hours, and successfully complete all the assessments as required of them.		

Delivery Method

The form of teaching involves lectures given to groups of students, accompanied by tutorials.

Assessment Methods

Assessments may take the form of one or more of the following:

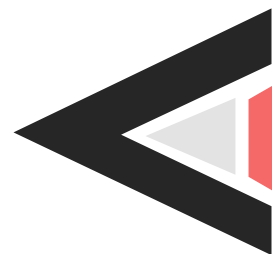
- Questions and answers
- Written and/or oral examinations
- Simulation
- Role plays
- Panel of workplace presenters/personal
- Projects and case studies
- Observation
- Third party report
- Practical demonstration and assessment

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a candidate may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience and/or formal training. For additional information relating to RPL for this course, please contact IMSC.

Enrollment

Contact IMSC at (65) 6423 0668 or info@imsc.edu.sg.



Course Outline

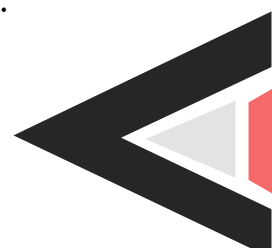
Academic Instruction (8 months)	Total no. of modules	6 modules
	No. of contact hours per module	40 hours
	Total contact hours	6 modules x 60 hours = 240 hours

Compulsory Core Modules

Module Code	Module Title
ACM320	Introduction to Business Environment
ACM315	Management and Operations
ACM317	Business Finance
ACM321	Research & Academic Writing
ACM322	Introduction to Human Resource
ACM307	Academic and Professional Development

Module Description

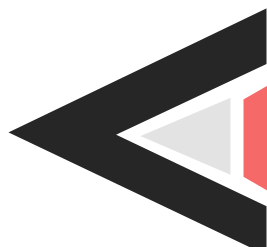
ACM320 – Introduction to Business Environment	The aim of this unit is to enable learners to understand different types of businesses, their functions and structures, as well as an introduction to basic marketing principles. They will be required to explore the micro and macro business environment, understand the concept of quality and carry out basic business analyses.
ACM315 – Management and Operations	In this module, the learner will understand the differences between the functional manager and the role of a leader. The learner will consider characteristics, behaviors and traits which support effective management and leadership. In addition, this module will introduce the concept of operations as both function and a process which all organizations must adopt to conduct business. Learners will be introduced to contemporary and historical theories and concepts which will support their learning for this module.
ACM317 – Business Finance	This module will explore the types of costs that businesses incur, from the initial start-up costs involved in setting up a business to the ongoing daily costs of running the business. Learners will explore the ways which sale of products and services generates revenue, in order to understand profit. Learners will examine how businesses plan for success and learn about techniques used to assist the planning process.
ACM321 – Research & Academic Writing	The aim of this unit is to provide learners with an understanding of the main factors influencing the development of the hospitality and tourism industry. Learners will develop the ability to analyse the factors affecting demand within the industry as well as knowledge of the main providers of goods and services in hospitality and tourism.
ACM322 – Introduction to Human Resource	The aim of this unit is to develop learners' understanding of the principles that apply to the management of people in a range of business sectors. It also introduces concepts such as reward, motivation and leadership.
ACM307 – Academic and Professional Development	The aim of this unit is to develop learners' academic and professional development skills that will enable them to perform effectively in both their academic and professional life and to engage in lifelong learning and continuous professional development.



Fees

ALL STUDENTS		
Fees Breakdown		Amount including 7% GST (SGD)
<i>Academic Fees</i>		
1	Course Fees	1,797.60
2	Course Material Fees	321.00
3	Examination Fees	321.00
Sub-Total:		2,439.60
<i>Others</i>		
4	Application Fees (non-refundable)	107.00
5	Fee Protection Scheme (FPS) (compulsory)	53.40
Grand Total:		2,600.00
Note: <ul style="list-style-type: none"> • Application Fees (\$107.00) have to be paid to begin the registration process. • Fee Protection Scheme is compulsory and payable before course commencement. • Instalment payment potentially available for local students. • Medical insurance is optional if student has equivalent local insurance coverage. 		

MISCELLANEOUS FEES (payable only if applicable)		
Purpose of Fees		Amount including 7% GST (SGD)
1	Deferment Fees	235.40
2	Re-Assessment Fees (per assessment component of the module)	107.00
3	Re-Module Fees (per module)	374.50
4	Penalty for Late Payment (per week)	10.70
5	Replacement of Student ID	21.40
6	Medical Insurance (if applicable)	96.30
7	IMSC T-Shirt	32.10



About IMSC

The International Management and Sports College (IMSC) was formed after a rebranding exercise undertaken by the International Sports Academy (ISA).

ISA was founded in 2003 to provide the much-needed knowledge and skills required to empower individuals with the right tools to achieve success in the burgeoning sporting industry. Together with our partners from the courseed States Sports Academy, the Australian Sports Academy, the National Strength and Conditioning Association, and the American Council on Exercise, we offer quality certifications and diplomas that are recognised internationally, to provide our students with an edge in the sports and fitness industry and meet their needs for lifelong learning.

Over the years, the sports and fitness industry has evolved greatly and the local sports scene has seen an explosion of world class sports events like Formula One and the WTA Finals. There is now a demand for trained personnel not just in sports and fitness, but also in tourism, hospitality, events management, marketing, retail, and facilities management. Thus ISA was renamed International Management and Sports College (IMSC) to better reflect our increased course offerings in business, tourism and hospitality management to better serve the changing needs of the industry.

IMSC will continue to serve as Singapore's and the region's premier private education institution, in providing a holistic education that equips individuals with the skillsets and competencies required for the future economy. We offer a series of quality academic programmes, professional certifications and continuing education courses to cater to varied needs and schedules, in helping our students achieve their goals in lifelong learning.

Our Mission

To provide a holistic education that equips individuals with the skillsets and competencies required for the industry.

Our Vision

To develop industry-ready individuals for the future economy.

Our Values

Passion | Progress | Purpose

Our Culture

Where success is not quantified by just the result, but rather by the calibre of the pursuit.

- Recognised as an Approved Centre by OTHM Qualifications, which are approved and regulated by Ofqual in the UK.
- Named Most Preferred Private Education Institute for Diploma/Advanced Diploma (Sports and Recreation) by JobsCentral Learning Survey.
- Provides early industry exposure and job placement assistance through extensive industry network.
- Endorsed by leading industry employers such as Virgin Active, True Fitness, the Pure Group, Triple Fit, among others.
- Appointed Education Partner and Approved Provider in Singapore by the American Council on Exercise (ACE).
- Offers continuing education courses for increasing skill sets.

